



DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399 • PHONE: 954-797-1100

FAX: 954-797-1079 • WWW.DAVIE-FL.GOV

NON-CERTIFIED POLICE OFFICER APPLICATION CHECKLIST

Applicant Name: _____ Date: _____

The following items are required to determine eligibility for the position of CERTIFIED POLICE OFFICER and **MUST** be submitted with your employment application:

- ☐ Complete **Application for Employment** in its entirety prior to submission. (All twelve (12) pages)
- ☐ **DD214** – Military Discharge papers (if applicable)
- ☐ **Veterans Preference** form (if applicable) Please review question #12 on employment application.
- ☐ **Driving Profile** - Must include the last seven (7) years or greater and cannot be more than thirty (30) days old. (**NO internet copies will be accepted.**)
- ☐ Copy of **Social Security Card**
- ☐ Copy of **Driver's License**
- ☐ Copy of **High School Diploma** or **GED** Certificate
- ☐ Copy of **Birth Certificate** or completion of **Acknowledgement of Certificate of Naturalization** form (this form is available at Town Hall)
- ☐ Current **T.A.B.E.** scores (Valid for two (2) years. Minimum scores of **12.0** – Reading & Math, **12.9** – Language **REQUIRED.**) **Will not be waived in lieu of degree.**
- ☐ **C.J.B.A.T.** (Valid for two (2) years. Proof of passing score is **REQUIRED.**)
- ☐ **Current Basic Motor Skill Test** (valid for six months)
- ☐ **Swimming test** (valid indefinitely)
- ☐ **Dispositions** (Criminal and/or driving offenses. Obtainable from the Clerk of Courts in the county where the offense(s) occurred.)

Notes:

FOR OFFICE USE ONLY

Date application received: _____

Date PHQ due: _____

Accepted by: _____